

RFP FORMS "RB" SERIES

REQUEST FOR PROPOSALS

PRODUCING AND DELIVERING THE
2005-2006 IOWA OFFICIAL REGISTER (REDBOOK)

RB-1 INSTRUCTIONS FORM

Issued: February 8, 2006

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Dennis Prouty, Director
Richard Johnson, Legal Services
Division Director

BIDDERS MUST COMPLETE THE PROPOSAL FORM (RB-3) IN AN ELECTRONIC FORMAT. PLEASE CONTACT THE AGENCY (515) 281-3566 TO RECEIVE A COPY OF THAT FORM IN MICROSOFT WORD. READ THIS INSTRUCTIONS FORM (RB-1) AND CONSULT THE CONTRACT FORM (RB-2). THE FORMS ARE PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY CONSULT THIS FORM MAY RESULT IN THE BIDDER'S DISQUALIFICATION.



Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

I. READING THIS RFP

- A. **Purpose.** This Request for Proposals (RFP) is issued by the Legislative Services Agency (Agency) to solicit proposal forms, which includes bids for the production (compilation, printing, and binding), packaging, and delivery of the Iowa Official Register or "Redbook."
- B. **RFP Consists of Three Documents (Forms).** This RFP consists of the following documents: this Instructions Form (RB-1), the Contract Form (RB-2), and the Proposal Form (RB-3).
- C. **Definitions.** For key definitions used in this RFP consult the Contract Form.
- D. **Getting Started.** A bidder makes a proposal in response to this RFP by completing and submitting the Proposal Form to the Agency for its evaluation. In completing the Proposal Form, a bidder should consult this Instructions Form and the Contract Form, which contains all specifications, terms, conditions, and requirements for producing, packaging, and delivering the books.
- E. **No Obligation.** This RFP requests the submission of the Proposal Form and should not be construed as any kind of intent, commitment, or promise by the Agency, the Iowa General Assembly, or the State of Iowa to do any of the following: (1) Acquire materials or services, (2) Pay for any information or services provided by a prospective bidder, bidder, or potential contractor, or (3) Pay expenses incurred by a potential bidder, bidder, or potential contractor.

II. COMMUNICATION

- A. **Communication Channels.** The Agency encourages communication between the Agency and potential bidders.
 - 1. **Registration -- Electronic Message.** A potential bidder is encouraged to register with the Agency by submitting an electronic mail message to the Agency which (1) States the potential bidder's interest in submitting a proposal form and (2) Provides the name of the contact person for the potential bidder together with an electronic mail address for the delivery of messages by the Agency to the potential bidder's contact person.
 - 2. **Contact Person.** All communications regarding this RFP to the Agency must be addressed to the Agency's principal manager, Mr. Richard Johnson who is authorized to discuss any issue relating to this RFP including any of its component forms.



Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

Agency's Principal Manager

Personal Information	Mr. Richard Johnson
	Division Director, Legal Services Division
	Legislative Services Agency Iowa General Assembly
Business Location	Room G01 State Capitol
	Des Moines Iowa 50319
Contact Information	Telephone: (515) 281-3566
	Fax: (515) 281-8027
	E-mail: richard.johnson@legis.state.ia.us

Mr. Johnson may designate an alternate person to act on his behalf or to communicate with a potential bidder regarding any issue which arises under this RFP.

3. a. **Protocol.** Electronic mail is the ordinary channel for communication between the Agency and potential bidders. The Agency will disclose information relating to this RFP by delivering an electronic mail delivered to persons registered as potential bidders as provided in Subparagraph 1. This includes the disclosure of questions or comments submitted by potential bidders together with the Agency's responses to those questions or comments. It also includes the disclosure of new information about this RFP that the Agency makes upon its own initiative such as clarifications in the language of the RFP or changes to the terms and conditions of the RFP. The Agency may also contact a potential bidder by telephone or personal interview.
- b. **Limitation.** Nothing in this RFP requires that the Agency respond to every question or comment that is submitted by a potential bidder or that the Agency maintain a record of communications between the Agency and potential bidders. The Agency may initiate contact with a potential bidder. Nothing in this RFP requires that the Agency memorialize or disclose information that it provides or receives in the course of communications with a potential bidder, including an interview with a potential bidder or bidder or during the course of negotiations with a selected bidder as a potential contractor.



Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

4. **Website.** The Agency customarily places documents relating to the issuance of RFP and contracts on its website: <http://www.legis.state.ia.us/contracts>. The Agency will disclose certain information regarding this RFP on its website such as past proposal forms; an RFP that has been issued; bidder proposal forms completed and submitted to the Agency; the Agency's scoring results of the bidders' proposal forms; and the name of the bidder that the Agency selects as a potential contractor or contractor. The Agency may elect to disclose information on its website in lieu of contacting potential bidders directly.
- B. Bidder Questions or Concerns.** Potential bidders are expected to ask questions or express concerns about this RFP, including requests for clarifications, exceptions, or additions.
1. **Deadline.** Questions or concerns must be delivered to the Agency no later than 4:00 p.m., February 17, 2006 (seven days prior to the deadline for the submission of the completed Proposal Forms as provided in Part III, Paragraph "A," Subparagraph 3).
 2. **Exception.** A potential bidder who cannot comply with the deadline provided in Subparagraph 1, but who is interested in completing a proposal form for submission to the Agency, may request an extension of the deadline in Subparagraph 1 by contacting the Agency no later than 4:00 p.m., February 17, 2006. The Agency may, at its discretion, extend the deadline for all potential bidders. Generally, the Agency will extend a deadline only if it finds that an extraordinary situation prevents one or more bidders from submitting an important question or comment on a timely basis and that an Agency response to that question or comment is required in order to ensure the submission of complete proposal forms by all potential bidders.
- C. Supplemental Information.** A potential bidder who is interested in obtaining supplemental information regarding the Redbook (e.g., sample pages or electronic files) should contact the Agency.
- D. Interviews.** The Agency reserves the right to personally interview a select number of potential bidders or bidders. The selection of potential bidders or bidders for interviews may be based on experience in completing projects similar to that requested in this RFP or the demonstration of exceptional qualifications based on the requirements of this RFP.

III. SUBMISSION OF A PROPOSAL FORM

- A. Manner of Submission.** The Agency will only accept a proposal which is submitted in a manner required in this paragraph. If the Agency does not accept a proposal, it shall consider it as undelivered. In order to be accepted, a proposal shall comply with all of the following:
1. **Completed Proposal Form.** The proposal must be completed using the relevant interactive proposal form as made available by the Agency to potential bidders on the Agency's website (See Part II, Paragraph "A," Subparagraph 4). The Agency



Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

reserves the right to reject a proposal form which is incomplete as if it were a late submission as specified in Subparagraph 3.

2. **Number of Copies.** In order to be considered fully complete, the bidder must submit five print copies and one uncompressed electronic copy of the relevant proposal form to the Agency in Microsoft Word®. The Agency will not accept a proposal form submitted by fax or electronic transmission.
3. **Deadline.** A completed proposal form must be received by the Agency no later than 4:00 p.m. on February 24, 2006.
 - a. **Exception.** A potential bidder who cannot comply with the deadline but who is interested in completing a proposal form may request an extension of the deadline by contacting the Agency no later than 4:00 p.m., February 22, 2006 (two days prior to the deadline specified in this Paragraph 3). The Agency may, at its discretion, extend the deadline for all potential bidders. For example, the Agency might extend the deadline if it determined that an extraordinary situation prevented one or more bidders from submitting a timely and complete proposal form to the Agency.
 - b. **Verification.** A bidder is exclusively responsible for verifying with the Agency the time and date that the Agency received the bidder's proposal form.
4. **Submission Address.** The completed Proposal Form for submission to the Agency must be addressed to:

Legislative Services Agency
Proposal Form for the Redbook
Attention: Mr. Richard Johnson
Legislative Services Agency
State Capitol Room G01
Des Moines, Iowa 50319

- B. **Property Rights.** A Proposal Form submitted to the Agency is the property of the Iowa General Assembly. The Agency will serve as custodian of the Proposal Form. The contents of the Proposal Form will not be considered proprietary or a trade secret. The Agency will not act as a party in any lawsuit to protect the rights of a potential bidder, bidder, selected bidder, or contractor.
- C. **Disclosure.** The Agency will make every effort to disclose all contents of the completed Proposal Form accepted by the Agency in a manner consistent with Code of Iowa Chapter 22 (the Iowa Public Records Law) within a reasonable time after the deadline for submissions. By submitting the Proposal Form to the Agency, a bidder waives any claim that information contained in the Proposal Form is confidential.



Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

IV. CONTENTS OF PROPOSAL FORM

In completing the Proposal Form for submission to the Agency, a potential bidder should comply with all of the following:

- A. **Objectiveness.** Address all of the questions provided in the Proposal Form in an objective manner. A potential bidder's answer must be specific, clear, and concise. Special bindings, colored displays, and promotional materials are discouraged.
- B. **Supplemental Information.** Identify supplemental information which does not directly respond to a question in the Proposal Form.
- C. **Alternatives.** Identify any alternative approach or specification which departs from an approach or specification required in the Proposal Form and explain why it is made and how it satisfies the objective of this RFP in the appropriate space provided in the Proposal Form.

V. COMPLIANCE WITH THE RELEVANT CONTRACT FORM

By submitting a proposal to the agency, a bidder who is selected as a potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form, unless the contractor expressly provides otherwise in Part VI of the Proposal Form.

- A. **General Legal Requirements.** Comply with the general legal requirements of the Contract Form, which includes those boilerplate provisions which are contained in a number of Agency contracts.¹
- B. **Production.** Provide all production materials, produce all production items and books, and use the degree of workmanship required to produce production items and books, according to the Contract Form, which provides for the Contractor's general duty of performance, the general standards, and detailed specifications for the work.²
- C. **Delivery and Format of Production Items.** Receive composed pages transmitted by the Agency, and produce, deliver, and pick up blue line pages as required by the Agency during the trial performance period and the standard performance period.³
- D. **Delivery of Production Items and Books.** Comply with requirements for the production and delivery of production items and books during the trial performance period and the standard performance period.⁴
- E. **Communication.** Comply with required communication protocols, including by providing for the timely response to messages delivered by the Agency's principal manager or other person designated by the Agency.⁵

¹ Contract Form, Part III.

² Contract Form Parts IV and V.

³ Contract Form, Part VI.

⁴ Contract Form, Parts VII through IX.

⁵ Contract Form, Part X.



Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

- F. **Payment.** Comply with the payment schedule, including procedures for payment, according to a conventional or negotiated payment schedule, for a contract price which is the bid amount as may be adjusted by the Agency's demand for incidental work or the Agency's acceptance of additional books produced by the contractor as part of an overrun.⁶
- G. **Procedures and Remedies for Noncompliance.** Comply with the procedures and remedies for noncompliance, including but not limited to the bidder's posting of a performance bond, termination of a contract (justifiable, nonjustifiable, and unilateral), and remedies for breach which include specific performance and liquidated damages for late delivery of production items or books or the use of unsatisfactory materials or workmanship.⁷
- H. **Waivers and Amendments.** Comply with the procedures for waiving or amending a provision in a contract for the production and delivery of books, including but not limited to the requirement that waivers and amendments must be in writing.⁸
- I. **Execution.** Execute a contract by a person authorized by the contractor to take such action.⁹

VI. EVALUATION OF PROPOSALS AND SELECTION OF A BIDDER

- A. **General Procurement Policy.** The selection of a bidder as a potential contractor is based on the procurement policies of the Agency. The Agency refers to Iowa Code §2A.5. That provision provides criteria which include factors relating to a prospective bidder's competence, meeting of service or product specifications, and reasonableness of price; the posting of security; the preference of Iowa-based businesses if comparable in price; the disclosure of assignments; the inclusion of renewal options; and the imposition of liquidated damages and other penalties for breach of a requirement.
- B. **Model Scoring Sheet.** The Agency will select a bidder according to a scoring sheet. The following is an example of scoring which may provide an indication of how the Agency evaluates timely submitted and completed proposal forms. The Agency expects to reexamine the criteria in the scoring sheet used to evaluate proposal forms and reserves the right to revise the criteria or points assigned to the criteria after the issuance of this RFP but prior to the evaluation of the proposal forms.

Model Scoring Criteria

Criteria	Points
Bid Amount	150
Materials & Product Specifications	50

⁶ Contract Form, Part XI.

⁷ Contract Form, Parts XII through XV.

⁸ Contract Form, Part XVI.

⁹ See Contract Form, Part XVII.



Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

Contractor's Control of Production (Subcontracting)	50
Bidder's Past Performance (Experience)	25
Completeness of Proposal	25
<u>In-State Production</u>	<u>10</u>
TOTAL	300

- C. Selection of Bidder.** The Agency will evaluate each completed and timely submitted Proposal Form, but is under no obligation to select a bidder as a potential contractor for the publication of the Iowa Official Register. The Agency expects to select a bidder as the contractor not later than February 27, 2006, execute a contract by March 3, 2006, and begin transmission of test-composed pages to the contractor by March 3, 2006. The initial selection of a bidder means that the Agency will negotiate in good faith with the selected bidder as the potential contractor in expectation of executing a contract. If the Agency determines that it cannot execute a contract with the potential contractor, it may select a new bidder as the potential contractor based on the next highest score, reissue this RFP, issue a different RFP, or renew an existing contract according to the terms of that contract.



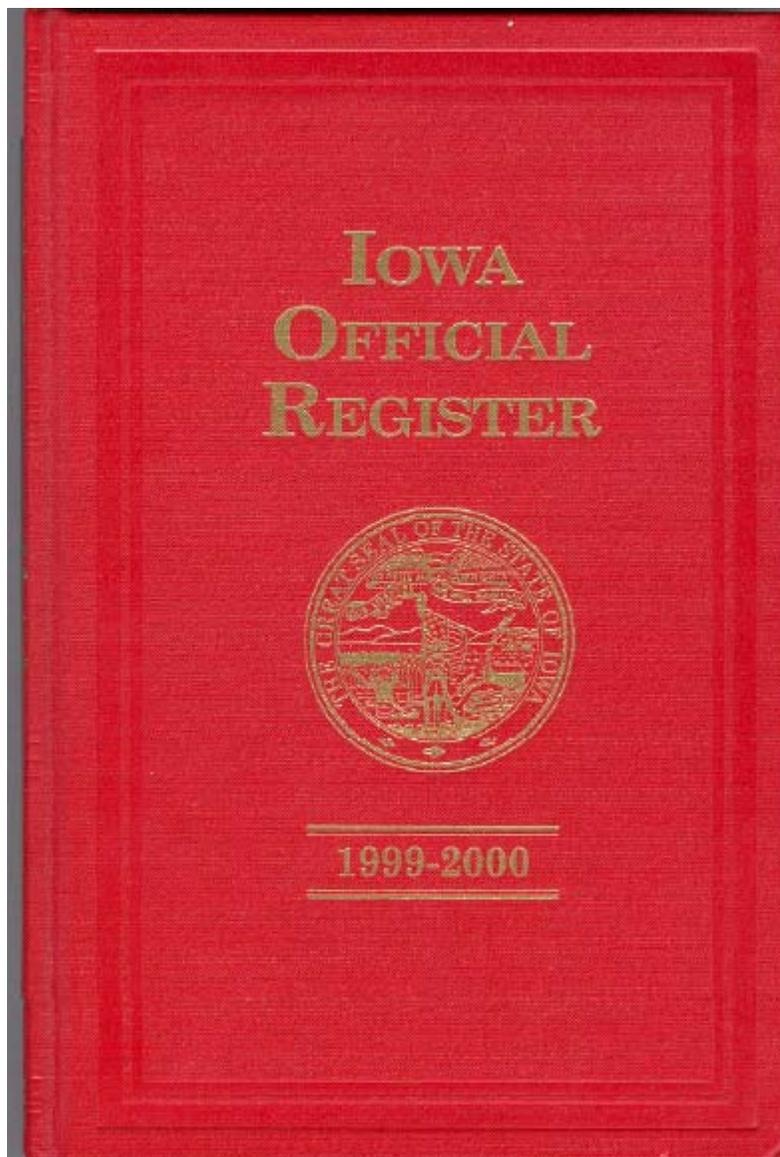
Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

APPENDIX

EXAMPLES

1999-2000 EDITION OF THE IOWA OFFICIAL REGISTER

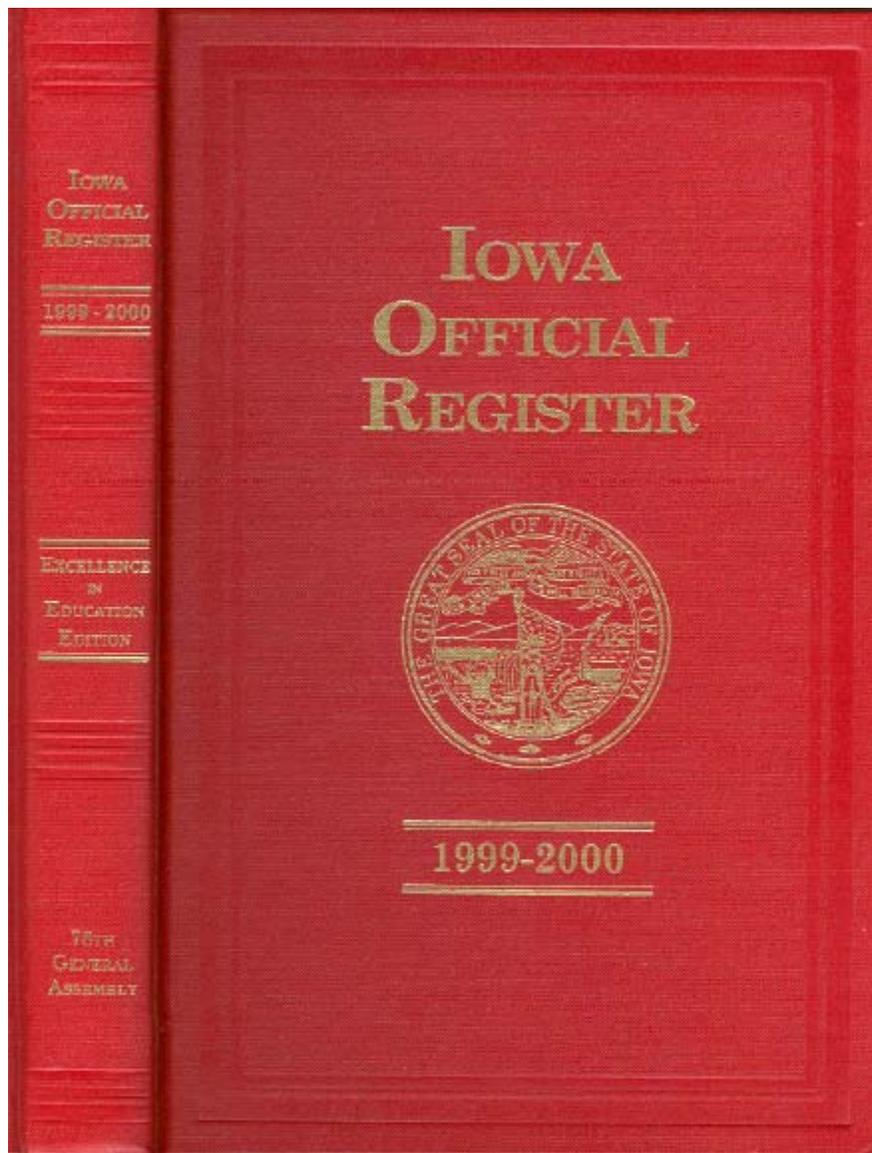
FRONT COVER





Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

FRONT COVER AND SPINE





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MICELLANEOUS PAGES

EXECUTIVE BRANCH

Chapter 1

"Education is a Better Safeguard of Liberty Than a Standing Army."

- Everett

Iowa Official Register: The Iowa is served as a biographical and is re-hashed and eight years. The editors are in color, including list pages of the Redbook are most need of Iowa state political history slide in the world wide web at

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programe. The Iowa Student in student organization designed in big people in Iowa. You can learn 2000 school students also learned the first participants in a "Capital First Lady, Charita Wasson, offered into Capital and other state offices, revenue, statewide elected officials,

State of the Iowa Official Register, Iowans, also, many thanks to our available assistance.

IOWA PROFILE 303

STATE CAPITOL

Location of the Capitol on its commanding site resulted from a series of decisions that began almost with settlement. The new state quickly recognized that the Capitol should be further from Iowa City, and the 1st General Assembly in 1848 authorized a commission to select a location. Amidst rivalries, a Jasper County location was made, and then rejected. In 1851, the 5th General Assembly directed a location "within two miles of the Keosauqua hills of the Des Moines River." The exact spot was chosen when Wilson Alexander Smith gave the state 60 acres where the Capitol now stands.

A crew of Des Moines citizens built a temporary Capitol (which was later bought by the state) near where the Soldiers and Sailors monument now stands. In 1857, Governor James W. Grimes proclaimed Des Moines to be the capital city, and state papers and documents were transported there. The temporary Capitol was in use for 30 years until destroyed by fire, but in the meantime, the permanent Capitol was being planned and built.

In 1870, the General Assembly established a Capital Commission to employ an architect, choose a plan for a building not to cost more than \$1,000,000, and to proceed with the work, but only by using funds available without increasing the tax rate.

The newly appointed Edward Clark, architect of the Capitol extension in Washington, to aid in selecting plans and modifying them to keep the cost within the limits of appropriation. The board also conducted tests to ascertain whether Iowa stone could be found suitable for building. John C. Cochran and A.H. Ferguson were designated as architects, and a competition was held on November 23, 1871. A smaller, full-time commission was appointed in 1872. Much of the original stone determined through waterlogging and became weathered and had to be replaced. The competition was re-held on September 26, 1873.

Although the building could not be constructed for \$1,000,000 as planned, the Cochran and Ferguson design was retained and modifications were undertaken. Cochran resigned in 1872, but Ferguson continued until his death in 1876. He was succeeded by two of his assistants, M.E. Bell and W.F. Backous. Bell resigned in 1883 to become supervising architect for the Department of the Treasury at Washington, and Backous continued until completion of the building.

Successive legislatures made appropriations, and the commission held within the limits of the funds appropriated. The building was dedicated in January, 1884, when the General Assembly was in session. The governor's and other offices were occupied in 1885. The Supreme Court room was dedicated in 1886.

JUDICIAL BRANCH 95

JUSTICES OF THE IOWA SUPREME COURT

Chief Justice

Arthur McGovern, Ottumwa

Justices

Mark Cady, Ft. Dodge

James H. Carter, Cedar Rapids

K. David Harris, Jefferson

J. L. Larson, Harlan

Louis A. Lavorato, Des Moines

Linda K. Neuman, LeClaire

Bruce M. Snell, Jr., Ida Grove

Marsha K. Ternus, Des Moines

A Court of Appeals, 11 offices, district

by gubernatorial trial. Nonpartisan justice stands for its as chief justice, fm.

by the Supreme criteria and special justice transfer r as chief judge.

composed of 2 to 22 from and appoint. total of 14 judicial seats to supervise. Ho governor from necessary. Releas every six years

any judgments or that offeree. Iowa citizens involving or drugs (OWB), no fee. Associate district from a list commission. They no district, commission, they receive in addition allotted three or judicial election, no of those partic hearing, indivi emergency threat does not

THE LEGISLATIVE BRANCH 31

Secretary of the Senate

MARSHALL, Michael - Urbandale

Birth: June 14, 1961. Education: B.A., Drake University, 1983; J.D., with honors, Drake University Law School, 1987. Spouse: Shannon Hale. Children: 1 son, 2 daughters. Profession and Activities: Executive Officer, Iowa Department of Public Health, 1984-1986; Attorney, private practice, 1989-1994; Judicial clerk, Iowa Supreme Court, 1984-1989 and Iowa Court of Appeals, 1987-1988. Law Review, 1984-1987. Appointed Secretary of the Senate, December, 1998.

STATE SENATORS

ANGILO, Jeffrey M. - Creston (R)
District 41

Birth: December 5, 1964. St. Louis, MO. Parents: Walter and Gertrud Angilo. Education: Graduate, Lutheran High School, North St. Louis, Missouri; Bachelor of Science, 1983, Simpson College. Children: 1 daughter, 1 son, 1 son. Profession and Activities: Broadcaster, former chair, Union County Republican Club, Union County Extension Council; Member, Union County Farm Bureau; associate member of the Ringgold County Park Board. Term: First.

BARTZ, Merlin E. - Grason (R)
District 10

Birth: March 16, 1961. Mason City. Parents: Orland and Clara Brown Bartz. Education: Graduated from St. Joseph Community Schools, 1979. B.A., cum laude in music and political science, Luther College, 1982. 1984. Doctoral School of Education - University of Virginia. Leadership: Class Graduate Spouse: Lisa Davis Jorgensen. 1990. Children: 2 daughters, 1 son. Education and Career: 1984-1985, Professor and Assistant Lecturer, University of Virginia. 1985-1986, Professor and Lecturer, Eastern Illinois University. 1986-1987, Professor and Lecturer, Eastern Illinois University. 1987-1988, Professor and Lecturer, Eastern Illinois University. 1988-1989, Professor and Lecturer, Eastern Illinois University. 1989-1990, Professor and Lecturer, Eastern Illinois University. 1990-1991, Professor and Lecturer, Eastern Illinois University. 1991-1992, Professor and Lecturer, Eastern Illinois University. 1992-1993, Professor and Lecturer, Eastern Illinois University. 1993-1994, Professor and Lecturer, Eastern Illinois University. 1994-1995, Professor and Lecturer, Eastern Illinois University. 1995-1996, Professor and Lecturer, Eastern Illinois University. 1996-1997, Professor and Lecturer, Eastern Illinois University. 1997-1998, Professor and Lecturer, Eastern Illinois University. 1998-1999, Professor and Lecturer, Eastern Illinois University. 1999-2000, Professor and Lecturer, Eastern Illinois University. 2000-2001, Professor and Lecturer, Eastern Illinois University. 2001-2002, Professor and Lecturer, Eastern Illinois University. 2002-2003, Professor and Lecturer, Eastern Illinois University. 2003-2004, Professor and Lecturer, Eastern Illinois University. 2004-2005, Professor and Lecturer, Eastern Illinois University. 2005-2006, Professor and Lecturer, Eastern Illinois University. 2006-2007, Professor and Lecturer, Eastern Illinois University. 2007-2008, Professor and Lecturer, Eastern Illinois University. 2008-2009, Professor and Lecturer, Eastern Illinois University. 2009-2010, Professor and Lecturer, Eastern Illinois University. 2010-2011, Professor and Lecturer, Eastern Illinois University. 2011-2012, Professor and Lecturer, Eastern Illinois University. 2012-2013, Professor and Lecturer, Eastern Illinois University. 2013-2014, Professor and Lecturer, Eastern Illinois University. 2014-2015, Professor and Lecturer, Eastern Illinois University. 2015-2016, Professor and Lecturer, Eastern Illinois University. 2016-2017, Professor and Lecturer, Eastern Illinois University. 2017-2018, Professor and Lecturer, Eastern Illinois University. 2018-2019, Professor and Lecturer, Eastern Illinois University. 2019-2020, Professor and Lecturer, Eastern Illinois University. 2020-2021, Professor and Lecturer, Eastern Illinois University. 2021-2022, Professor and Lecturer, Eastern Illinois University. 2022-2023, Professor and Lecturer, Eastern Illinois University. 2023-2024, Professor and Lecturer, Eastern Illinois University. 2024-2025, Professor and Lecturer, Eastern Illinois University.